

## Auditing Procedures Report

Issued under P.A. 2 of 1988, as amended and P.A. 71 of 1919, as amended.

|  |                          |   |                  |
|--|--------------------------|---|------------------|
| Local Unit of Government Type<br><input type="checkbox"/> County <input type="checkbox"/> City <input checked="" type="checkbox"/> Twp <input type="checkbox"/> Village <input type="checkbox"/> Other |                          | Local Unit Name<br>TOWNSHIP OF GIRARD             | County<br>BRANCH |
| Fiscal Year End<br>3/31/06   | Opinion Date<br>09/08/06 | Date Audit Report Submitted to State<br>9/27/2006 |                  |

We affirm that:

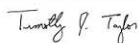
We are certified public accountants licensed to practice in Michigan.

We further affirm the following material, "no" responses have been disclosed in the financial statements, including the notes, or in the Management Letter (report of comments and recommendations).

- YES NO Check each applicable box below. (See instructions for further detail.)
- ☒ ☐ All required component units/funds/agencies of the local unit are included in the financial statements and/or disclosed in the reporting entity notes to the financial statements as necessary.
  - ☐ ☒ There are no accumulated deficits in one or more of this unit's unreserved fund balances/unrestricted net assets (P.A. 275 of 1980) or the local unit has not exceeded its budget for expenditures.
  - ☒ ☐ The local unit is in compliance with the Uniform Chart of Accounts issued by the Department of Treasury.
  - ☒ ☐ The local unit has adopted a budget for all required funds.
  - ☒ ☐ A public hearing on the budget was held in accordance with State statute.
  - ☒ ☐ The local unit has not violated the Municipal Finance Act, an order issued under the Emergency Municipal Loan Act, or other guidance as issued by the Local Audit and Finance Division.
  - ☒ ☐ The local unit has not been delinquent in distributing tax revenues that were collected for another taxing unit.
  - ☒ ☐ The local unit only holds deposits/investments that comply with statutory requirements.
  - ☐ ☒ The local unit has no illegal or unauthorized expenditures that came to our attention as defined in the *Bulletin for Audits of Local Units of Government in Michigan*, as revised (see Appendix H of Bulletin).
  - ☒ ☐ There are no indications of defalcation, fraud or embezzlement, which came to our attention during the course of our audit that have not been previously communicated to the Local Audit and Finance Division (LAFD). If there is such activity that has not been communicated, please submit a separate report under separate cover.
  - ☒ ☐ The local unit is free of repeated comments from previous years.
  - ☐ ☒ The audit opinion is UNQUALIFIED.
  - ☒ ☐ The local unit has complied with GASB 34 or GASB 34 as modified by MCGAA Statement #7 and other generally accepted accounting principles (GAAP).
  - ☒ ☐ The board or council approves all invoices prior to payment as required by charter or statute.
  - ☒ ☐ To our knowledge, bank reconciliations that were reviewed were performed timely.

If a local unit of government (authorities and commissions included) is operating within the boundaries of the audited entity and is not included in this or any other audit report, nor do they obtain a stand-alone audit, please enclose the name(s), address(es), and a description(s) of the authority and/or commission.

I, the undersigned, certify that this statement is complete and accurate in all respects.

|  |                                     |  |              |
|--|-------------------------------------|--|--------------|
| We have enclosed the following:  | Enclosed                            | Not Required (enter a brief justification) |              |
| Financial Statements   | <input checked="" type="checkbox"/> |  |              |
| The letter of Comments and Recommendations   | <input checked="" type="checkbox"/> |  |              |
| Other (Describe)   | <input type="checkbox"/>            |  |              |
| Certified Public Accountant (Firm Name)<br>RUMSEY & WATKINS, P.C.  |                                     | Telephone Number<br>517-279-7931           |              |
| Street Address<br>20 TIBBITS PLAZA   |                                     | City<br>COLDWATER                          | State<br>MI  |
| Authorizing CPA Signature<br> |                                     | Printed Name<br>TIMOTHY J. TAYLOR          | Zip<br>49036 |
|  |                                     | License Number<br>1101015828               |              |

**TOWNSHIP OF GIRARD  
BRANCH COUNTY, MICHIGAN**

**FINANCIAL STATEMENTS**

**MARCH 31, 2006**

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# **Rumsey & Watkins, P.C.**

**Certified Public Accountants and Business Advisors**

20 Tibbits Plaza \* Coldwater, Michigan 49036

Phone (517) 279-7931 \* Fax (517) 278-7087

## **INDEPENDENT AUDITORS' REPORT**

**To Members of the Township Board  
Township of Girard  
Branch County, Michigan**

**September 8, 2006**

We have audited the accompanying financial statements of each major fund of the Township of Girard as of and for the year ended March 31, 2006, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit, also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

The accompanying financial statements do not present government-wide financial statements to display the financial position and changes in the financial position of its governmental activities. Accounting principles generally accepted in the United States of America require the presentation of government-wide financial statements. The amounts that would be reported in government-wide financial statements for the Township's governmental activities are not reasonably determinable.

In our opinion, because of the effects of the matter discussed in the preceding paragraph, the financial statements referred to above do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Township of Girard as of March 31, 2006 or the changes in its financial position for the year then ended.

**To Members of the Township Board  
Township of Girard  
Branch County, Michigan**

**September 8, 2006**

The budgetary comparison schedule, as identified in the table of contents, is not a required part of the basic financial statements but is supplemental information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management, regarding the methods of measurement and presentation of the required supplemental information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Township of Girard's basic financial statements. The accompanying other supplemental information, as identified in the table of contents, is presented for the purpose of additional analysis is not a required part of the basic financial statements. The other supplemental information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The accompanying financial statements do not include a management's discussion and analysis, which would present an analysis of the financial performance for the year. The Governmental Accounting Standards Board has determined that this analysis is necessary to supplement, although not required to be a part of, the basic financial statements.

As described in Note A, the Township has implemented portions of a new financial reporting model, as required by the provisions of the GASB Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments, and the related statements as of April 1, 2004.

A handwritten signature in black ink that reads "Rumsey & Watkins PC". The signature is written in a cursive, flowing style.

**RUMSEY & WATKINS, P.C.**

**TOWNSHIP OF GIRARD**  
**GOVERNMENTAL FUNDS**  
**BALANCE SHEET**  
**MARCH 31, 2006**

|   | <b>General<br/>Fund</b>  |
|---|--------------------------|
| <b>ASSETS</b>                           |                          |
| Cash and cash equivalents               | \$ 75,658                |
| Investments                             | 15,305                   |
| Taxes receivable                        | 5,024                    |
| Special assessment receivable           | 3,416                    |
| Due from other governmental units       | 37,155                   |
| Restricted assets:                      |                          |
| Cash                                    | 21,054                   |
| Investments                             | 9,631                    |
|   | <hr/>                    |
| Total assets                            | <u><u>\$ 167,243</u></u> |
| <br><b>LIABILITIES AND FUND BALANCE</b> |                          |
| <b>LIABILITIES</b>                      |                          |
| Accounts payable                        | \$ 13,347                |
| Accrued expenses                        | 1,733                    |
| Due to others                           | 9,631                    |
| Deferred revenue                        | 2,806                    |
|   | <hr/>                    |
| Total liabilities                       | 27,517                   |
| <br><b>FUND BALANCE</b>                 |                          |
| Reserved                                | 21,054                   |
| Undesignated                            | 118,672                  |
|   | <hr/>                    |
| Total fund balance                      | 139,726                  |
|   | <hr/>                    |
| Total liabilities and fund balance      | <u><u>\$ 167,243</u></u> |

**TOWNSHIP OF GIRARD**  
**GOVERNMENTAL FUNDS**  
**STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE**  
**FOR THE YEAR ENDED MARCH 31, 2006**

|  | <b>General<br/>Fund</b> |
|--|-------------------------|
| <b>REVENUES</b>                                      |                         |
| Taxes  | \$ 47,571               |
| Tax administration fee                               | 17,245                  |
| Special assessments                                  | 9,296                   |
| Licenses and permits                                 | 12,699                  |
| State shared revenue                                 | 121,374                 |
| Intergovernmental revenue                            | 37,155                  |
| Charges for services                                 | 13,475                  |
| Rental income  | 2,430                   |
| Interest earned                                      | 1,540                   |
| Reimbursements                                       | 4,749                   |
| Other  | 62                      |
|  | <hr/>                   |
| Total revenues                                       | 267,596                 |
| <b>EXPENDITURES</b>                                  |                         |
| General government                                   | 135,987                 |
| Public safety  | 56,878                  |
| Public works   | 84,093                  |
| Debt service   | 150                     |
|  | <hr/>                   |
| Total expenditures                                   | 277,108                 |
|  | <hr/>                   |
| Excess (deficiency) of revenues<br>over expenditures | (9,512)                 |
| <b>FUND BALANCE - BEGINNING</b>                      | <hr/> 149,238           |
| <b>FUND BALANCE - ENDING</b>                         | <hr/> <hr/> \$ 139,726  |

See Notes to Financial Statements

**TOWNSHIP OF GIRARD**  
**FIDUCIARY FUND**  
**STATEMENT OF FIDUCIARY NET ASSETS**  
**MARCH 31, 2006**

|                    | <u><b>Agency Funds</b></u> |
|--------------------|----------------------------|
| <b>ASSETS</b>      |                            |
| Cash               | \$ -                       |
|                    | <u><u>          </u></u>   |
| <b>LIABILITIES</b> |                            |
| Due to other funds | \$ -                       |
|                    | <u><u>          </u></u>   |



**TOWNSHIP OF GIRARD**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2006**

**NOTE A – SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of the Township of Girard conform to generally accepted accounting principles of the United States of America as applicable to governmental units. The following is a summary of the significant accounting policies:

**REPORTING ENTITY:**

The Township operates under an elected board of five members and provides primarily fire protection and road maintenance and construction to the local residents. The financial statements have been prepared in accordance with criteria established by the Governmental Accounting Standards Board for determining the various governmental organizations to be included in the reporting entity. The criteria includes oversight responsibility, scope of public service and special financing relationships. There were no component units considered, under this criteria, to be included in these financial statements.

**FUND FINANCIAL STATEMENTS:**

Separate financial statements are provided for governmental and fiduciary funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

**MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION:**

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Township considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, claims and judgments are recorded when payment is due.

The Township reports the following governmental funds:

**General Fund** is the operating fund of the Township. It is used to account for all the Township's financial resources not required to be accounted for in another fund.

## **TOWNSHIP OF GIRARD**

### **NOTES TO FINANCIAL STATEMENTS – Continued FOR THE YEAR ENDED MARCH 31, 2006**

#### **NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

##### **MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION: – Continued**

Additionally, the Township reports the following fund types:

**Agency Funds** are used to account for assets held in trust or as an agent for others. The Tax Collection fund is custodial in nature, assets equal liabilities, and does not involve measurement of results of operations.

##### **ASSETS, LIABILITIES, AND NET ASSETS**

**Cash and Investments** - Cash and cash equivalents include cash on hand, demand deposits, and short-term investments with a maturity of three months or less when acquired. Investments are stated at cost, which approximates market value.

**Capital Assets** - The Township implemented portions of the new financial model, as required by the provisions of GASB 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments ("GASB 34"). A portion of GASB No. 34 not implemented by the Township is the government-wide financial statements which display the full accrual financial position and changes in financial position of its government activities. Since the Township did not present government-wide financial statements, the governmental activities capital assets are not reported within the Township's financial statements as of March 31, 2006.

**Fund Balance** - In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change. The Township does not have any designated fund balances.

**Accounting Change** - In June 1999, the Governmental Accounting Standards Board (GASB) issued Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments. The Township has implemented portions of GASB 34.

However, the Township did not present government-wide financial statements to display the financial position and changes in financial position using full accrual accounting for all the Township's activities. These statements would present the Township's governmental activities. In addition, the Township did not include a management's discussion and analysis, which would present an analysis of the financial performance for the year.

## **TOWNSHIP OF GIRARD**

### **NOTES TO FINANCIAL STATEMENTS – Continued FOR THE YEAR ENDED MARCH 31, 2006**

#### **NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

##### **ASSETS, LIABILITIES, AND NET ASSETS – Continued**

##### **Accounting Change – Continued**

Accounting principles generally accepted in the United States of America require the presentation of government-wide financial statements. The amounts that would be reported in the government-wide financial statements for the Township's governmental activities are not reasonably determinable. The Governmental Accounting Standards Board has determined that the management's discussion and analysis is necessary to supplement, although not required to be part of, the basic financial statements.

Because of the effects of the matter discussed in the preceding paragraphs, the Township's financial statements do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Township of Girard as of March 31, 2006 or the changes in its financial position for the year ended.

##### **BASIS OF BUDGETING:**

The Township adopted their annual budget based on the modified accrual method of accounting. Expenditures were estimated by functional level. The Township did not include a beginning fund balance within the approved budget. Once a budget is approved it can be amended at the functional level. Amendments are presented to the Board at their regular meetings. Each amendment must have Board approval. Such amendments are reflected in the official minutes of the Board, and are not made after fiscal year end as dictated by law. Revisions to the budget were not made during the year.

##### **ENCUMBRANCE ACCOUNTING:**

Encumbrances are not liabilities and, therefore, are not recorded as expenditures until receipt of material or service. For budgetary purposes, appropriations lapse at fiscal year end and outstanding encumbrances at year end may be reappropriated in the next year. No reservation of fund balance equal to outstanding encumbrances at year end is required.

##### **USE OF ESTIMATES:**

The Township uses estimates and assumptions in the preparation of the financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenditures.

## TOWNSHIP OF GIRARD

### NOTES TO FINANCIAL STATEMENTS – Continued FOR THE YEAR ENDED MARCH 31, 2006

#### NOTE B - DEPOSITS AND INVESTMENTS

Michigan Compiled Laws, Section 129.91, authorizes the Township to deposit and invest in accounts of Federally insured banks, credit unions, and savings and loan associations; bonds, securities and other direct obligations of the United States, or any agency or instrumentality of the United States which the principal and interest is fully guaranteed by the United States, including securities issued or guaranteed by the Government National Mortgage Association; United States government of Federal agency obligation repurchase agreements; bankers' acceptance of United States banks; commercial paper rated by two standard rating agencies within the three highest classifications, which mature not more than 270 days after the date of purchase, and which involve no more than 50 percent of any one fund; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan. Michigan law prohibits security in the form of collateral, surety bonds, or other forms for the deposit of public money. Attorney General's Opinion No. 6168 states that public funds may not be deposited in financial institutions located in states other than Michigan.

The Township has designated financial institutions for the deposit of Township funds and has authorized the investment in certificates of deposit. The accounts maintained are checking, savings and certificates of deposit and are in accordance with statutory authority. The interest rates of the checking and savings accounts are at variable daily rates. The certificates of deposit are currently earning interest rates of 2.76% to 3.55%.

Investments consist of certificate of deposits with an original maturity date of greater than three months. The investments are carried at cost which approximates market value.

Cash and investments, as of March 31, 2006, are classified in the accompanying financial statement as follows:

|                          |                          |
|--------------------------|--------------------------|
| Governmental Funds       |                          |
| Cash                     | \$ 75,658                |
| Investments              | 15,305                   |
| Total unrestricted       | <u>90,963</u>            |
| Restricted               |                          |
| Cash                     | 21,054                   |
| Investments              | 9,631                    |
| Total restricted         | <u>30,685</u>            |
| Total Governmental Funds | <u><u>\$ 121,648</u></u> |

## **TOWNSHIP OF GIRARD**

### **NOTES TO FINANCIAL STATEMENTS – Continued FOR THE YEAR ENDED MARCH 31, 2006**

#### **NOTE B - DEPOSITS AND INVESMENTS - Continued**

**Interest rate risk** – In accordance with its investment policy, the Township will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in the market interest rates, by; structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities in the open market; and investing operating funds primarily in shorter-term securities, liquid asset funds, money market mutual funds, or similar investment pools and limiting the average maturity in accordance with the Township's cash requirements.

**Credit risk** – State law limits investments in commercial paper and corporate bonds to a prime or better rating issued by nationally recognized statistical rating organizations (NRSROs). The Township does not allow direct investment in commercial paper or corporate bonds.

**Concentration of credit risk** – The Township will minimize concentration of credit risk, which is the risk of loss attributed to the magnitude of the Township's investment in a single issuer, by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

**Custodial credit risk for deposits** – In the case of deposits, this is the risk that in the event of a bank failure, the Township's deposits may not be recovered. As of March 31, 2006, \$22,773 of the Township's bank balance of \$122,773 was exposed to custodial credit risk because it was uninsured and uncollateralized. Certificates of deposit and money market accounts are included in the above totals.

**Foreign currency risk** – The Township is not authorized to invest in investments which have this type of risk.

#### **NOTE C – TAXES RECEIVABLE**

The Township is a general law township and levies property taxes on December 1 of each year. They are collected by the Township's treasurer from December 1 to February 28.

Taxes receivable represent real property taxes and administrative fees returned delinquent to the County of Branch. The real property taxes and administrative fees in the amount of \$5,024 will be paid to the Township by the County of Branch in April 2006.

## TOWNSHIP OF GIRARD

### NOTES TO FINANCIAL STATEMENTS – Continued FOR THE YEAR ENDED MARCH 31, 2006

#### NOTE D – SPECIAL ASSESSMENT RECEIVABLE

A special assessment district has been established for local road improvements. The Township has issued the 1997 special assessment bonds limited tax obligations to finance the road improvements and will assess the particular residents their cost of the improvements over a ten year period. The special assessment receivable due the Township does not bear interest. In accordance with GASB #6, the special assessment receivable has been recorded in the General Fund. The special assessment receivable, at March 31, 2006, can be summarized as follows:

|            |                 |
|------------|-----------------|
| Delinquent | \$ 610          |
| Deferred   | <u>2,806</u>    |
| Total      | <u>\$ 3,416</u> |

The deferred special assessment receivable will be levied during the year ending March 31, 2007 and subsequent years and, therefore, is recorded as deferred revenue until levied and realizable.

#### NOTE E – LONG-TERM DEBT

Interest expense for the year ended March 31, 2006 amounted to \$150 in the General Fund.

1997 Special Assessment Bonds Limited Tax Obligation,  
at an interest rate of 5%, annual principal payments  
of \$3,000, due April, 2007

\$ 6,000

The annual requirements to service all debt outstanding as of March 31, 2006, include interest payments of \$300 for the long-term debt, is as follows:

Year Ending March 31:

|       |                 |
|-------|-----------------|
| 2007  | \$ 3,225        |
| 2008  | <u>3,075</u>    |
| Total | <u>\$ 6,300</u> |

The changes in long-term debt during the year ended March 31, 2006 may be summarized as follows:

|              | Balance<br>April 1, 2005 | Additions   | Reductions  | Balance<br>March 31, 2006 |
|--------------|--------------------------|-------------|-------------|---------------------------|
| Bond payable | <u>\$ 6,000</u>          | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 6,000</u>           |

## **TOWNSHIP OF GIRARD**

### **NOTES TO FINANCIAL STATEMENTS – Continued FOR THE YEAR ENDED MARCH 31, 2006**

#### **NOTE F – RESTRICTED ASSETS/RESERVED FUND BALANCE**

The restricted asset represents cash received from special assessments to be used for future construction or maintenance of private roads within the Township or repayment of the special assessment bonds.

#### **NOTE G – COMMITMENTS**

The Township has entered into an agreement with the City of Coldwater Fire Department to provide fire protection at an annual expense for \$38,830 through June 2007.

#### **NOTE H – RISK MANAGEMENT**

The Township of Girard is exposed to various risks of loss related to property loss, torts, errors and omissions and employee injuries. The Township has purchased commercial insurance for the coverage of the above discussed events.

#### **NOTE I – COMPLIANCE WITH STATE REGULATIONS**

State of Michigan Law requires that a local unit not make contributions or appropriations, which are not specifically authorized by the Constitution or State statute.

During the year, the Township donated \$500 to a non-profit organization that resulted in an unlawful expenditure according to State regulations.

**TOWNSHIP OF GIRARD**  
**REQUIRED SUPPLEMENTAL INFORMATION**  
**BUDGETARY COMPARISON SCHEDULE**  
**GENERAL FUND**  
**FOR THE YEAR ENDED MARCH 31, 2006**

|                           | <u>Budgeted Amounts</u> |              |               |
|---------------------------|-------------------------|--------------|---------------|
|                           | <u>Original</u>         | <u>Final</u> | <u>Actual</u> |
| <b>REVENUES</b>           |                         |              |               |
| Taxes                     | \$ 44,700               | \$ 44,700    | \$ 47,571     |
| Tax administration fee    | 15,000                  | 15,000       | 17,245        |
| Special assessments       | 9,296                   | 9,296        | 9,296         |
| Licenses and permits      | 14,400                  | 14,400       | 12,699        |
| State shared revenue      | 110,000                 | 110,000      | 121,374       |
| Intergovernmental revenue | 40,000                  | 40,000       | 37,155        |
| Charges for services      | 16,000                  | 16,000       | 13,475        |
| Rental income             | 2,430                   | 2,430        | 2,430         |
| Interest earned           | 1,000                   | 1,000        | 1,540         |
| Reimbursements            | 4,500                   | 4,500        | 4,749         |
| Other                     | 400                     | 400          | 62            |
|                           |                         |              |               |
| Total revenues            | 257,726                 | 257,726      | 267,596       |
| <b>EXPENDITURES</b>       |                         |              |               |
| General government        |                         |              |               |
| Township board            | 40,400                  | 40,400       | 34,214        |
| Supervisor                | 13,400                  | 13,400       | 11,660        |
| Elections                 | 5,500                   | 5,500        | 776           |
| Assessor                  | 15,660                  | 15,660       | 14,265        |
| Clerk                     | 23,700                  | 23,700       | 19,526        |
| Town hall                 | 10,100                  | 10,100       | 9,165         |
| Treasurer                 | 27,200                  | 27,200       | 21,460        |
| Cemetery                  | 31,900                  | 31,900       | 24,921        |
|                           |                         |              |               |
| Total General government  | 167,860                 | 167,860      | 135,987       |
|                           |                         |              |               |
| Public safety             |                         |              |               |
| Fire protection           | 49,500                  | 49,500       | 41,614        |
| Zoning                    | 16,300                  | 16,300       | 15,264        |
|                           |                         |              |               |
| Total Public safety       | 65,800                  | 65,800       | 56,878        |



**TOWNSHIP OF GIRARD****REQUIRED SUPPLEMENTAL INFORMATION  
BUDGETARY COMPARISON SCHEDULE - Continued  
GENERAL FUND  
FOR THE YEAR ENDED MARCH 31, 2006**

|  | <b>Budgeted Amounts</b> |                    |                   |
|--|-------------------------|--------------------|-------------------|
|  | <b>Original</b>         | <b>Final</b>       | <b>Actual</b>     |
| Public works   | 117,541                 | 117,541            | 84,093            |
| Debt Service   | -                       | -                  | 150               |
| Total expenditures                                   | 351,201                 | 351,201            | 277,108           |
| Excess (deficiency) of revenues<br>over expenditures | (93,475)                | (93,475)           | (9,512)           |
| <b>FUND BALANCE - BEGINNING</b>                      | -                       | -                  | 149,238           |
| <b>FUND BALANCE - ENDING</b>                         | <b>\$ (93,475)</b>      | <b>\$ (93,475)</b> | <b>\$ 139,726</b> |

**TOWNSHIP OF GIRARD**  
**NOTES TO REQUIRED SUPPLEMENTAL INFORMATION**  
**FOR THE YEAR ENDED MARCH 31, 2006**

**NOTE A - COMPLIANCE WITH STATE REGULATIONS**

A comparison of actual results of operations to the budgeted amounts, at the level of control adopted by the Township, for the General Fund is presented as Required Supplemental Information. The budget is adopted on the functional level.

During the year the Township incurred expenditures that were in excess of the amounts budgeted, as follows:

|              | Final<br>Budget | Actual |
|--------------|-----------------|--------|
| General Fund |                 |        |
| Debt Service | \$ -            | \$ 150 |

**TOWNSHIP OF GIRARD**  
**OTHER SUPPLEMENTAL INFORMATION**  
**STATEMENT OF EXPENDITURES COMPARED TO BUDGET**  
**GENERAL FUND**  
**FOR THE YEAR ENDED MARCH 31, 2006**

|                           | <b>Final<br/>Budget</b>  | <b>Actual</b>            | <b>Over<br/>(Under)<br/>Budget</b> |
|---------------------------|--------------------------|--------------------------|------------------------------------|
| <b>GENERAL GOVERNMENT</b> |                          |                          |                                    |
| Township board            | \$ 40,400                | \$ 34,214                | \$ (6,186)                         |
| Supervisor                | 13,400                   | 11,660                   | (1,740)                            |
| Elections                 | 5,500                    | 776                      | (4,724)                            |
| Assessor                  | 15,660                   | 14,265                   | (1,395)                            |
| Clerk                     | 23,700                   | 19,526                   | (4,174)                            |
| Town hall                 | 10,100                   | 9,165                    | (935)                              |
| Treasurer                 | 27,200                   | 21,460                   | (5,740)                            |
| Cemetery                  | 31,900                   | 24,921                   | (6,979)                            |
|                           | <hr/>                    | <hr/>                    | <hr/>                              |
| Total General government  | 167,860                  | 135,987                  | (31,873)                           |
| <b>PUBLIC SAFETY</b>      |                          |                          |                                    |
| Fire protection           | 49,500                   | 41,614                   | (7,886)                            |
| Zoning                    | 16,300                   | 15,264                   | (1,036)                            |
|                           | <hr/>                    | <hr/>                    | <hr/>                              |
| Total Public safety       | 65,800                   | 56,878                   | (8,922)                            |
| <b>PUBLIC WORKS</b>       | 117,541                  | 84,093                   | (33,448)                           |
| <b>DEBT SERVICE</b>       |                          |                          |                                    |
| Interest expense          | <hr/> -                  | <hr/> 150                | <hr/> 150                          |
|                           | <hr/>                    | <hr/>                    | <hr/>                              |
| Total expenditures        | <u><u>\$ 351,201</u></u> | <u><u>\$ 277,108</u></u> | <u><u>\$ (74,093)</u></u>          |

# Rumsey & Watkins, P.C.

Certified Public Accountants and Business Advisors

20 Tibbits Plaza \* Coldwater, Michigan 49036  
Phone (517) 279-7931 \* Fax (517) 278-7087

September 8, 2006

To the Members of the Township Board  
Township of Girard  
Branch County, Michigan

During our audit as of and for the year ended March 31, 2006, we noted the following items which we would like to comment on further:

## **CREDIT CARD POLICY**

During the current year, the Township obtained a credit card to be used by its officials for Township business. Under P.A. 266 of 1995, the State of Michigan requires that local units who use credit cards adopt an applicable policy for their use. We recommend that the Township prepare a written policy regarding credit card use and approve that policy at an upcoming board meeting.

## **BUDGETS**

The Township does not present beginning and ending fund balances when adopting their annual budget. The use of the beginning and ending fund balances should be included in the annual budget to determine the ending fund balance of each fund is in a positive state as required by State Budgetary Act P.A. 423.

## **EXPENDITURES**

During the examination of the Board Minutes and General Ledger expenditures, it came to our attention that the Township donated \$500 to the Branch County Coalition for Domestic Violence. This type of expenditure to a nonprofit agency is considered an unlawful expenditure by the State of Michigan. According to the State of Michigan contributions or appropriations, which are not specifically authorized by the Constitution or State statute, cannot be authorized regardless of the worthiness of the cause.

To the Members of the Township Board  
Township of Girard

September 8, 2006  
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### **COMPLIANCE WITH STATE REGULATIONS**

The State of Michigan requires that local units not incur expenditures in excess of the amount appropriated. The Township for the year ended March 31, 2006 incurred expenditures in excess of amounts appropriated at the functional level. We suggest the Township make budget amendments to adjust appropriations before expenditures are made.

We would like to thank Townships' officials Clayton Roberts and Dennis Moore for their assistance during the audit. After reviewing this letter, we would be glad to discuss these matters further with you and assist in the implementation.

A handwritten signature in cursive script that reads "Rumsey & Watkins P.C.".

RUMSEY & WATKINS, P.C.